Directions for Online OBS Report and Trade Grid

Step 1:   Go to **www.jobcorpsregion2.com/tradeslots.**

The page will say Trade Availability Data and have two search options.

- If the above link does not work, there is an alternate route. Visit www.jobcorpsregion2.com and go to Job Corps Staff and click on Resources. On the left side underneath Resources there is an option for Online Reports. Clicking on that takes you to the Online Reports page. There will be two options, View OBS Report and Update OBS report. Click on View OBS Report.
  Note: Center staff can choose either option to update their report. If you click on Update OBS report, select your center, enter password and proceed to Step 3.
- You can also reach the Trade Availability Data page by going to Staff/Work Areas and clicking on OA Resources.

Step 2:   **Search**

There are two ways to search for trade availability, either by center or by trade.

- If you search by center, click on your center and hit Select. It will show you all the trades at that center, its total slots, slots filled, vacant slots, students on waiting list and date of availability. There is a menu bar on the left side that can take you to another trade or print out the current page.

- If you search by trade, click on the trade and hit Select. It will show you all the centers that offer that specific trade along with its total slots, slots filled, vacant slots, students on waiting list and date of availability. There is a menu bar on the left side that can take you to another center, print out the current page or take center staff to the login menu to update their center's information.

Remember:
Immediate means there is availability in the trade. A date lets the OA know when the trade will become available again.

The info column contains a small (i) icon. Click there and a small frame will pop up and give you the contact person at the center for each trade.

Step 3:   **Update Report**

The Update area, used by center staff, is password-protected. If you don't know your password, please contact Maury Rich at mrich@mpf.com or Casey Stribling at cstribling@mpf.com or (800) 818-6953.

After you have logged in, you will notice at the bottom there is a yellow box with four options.

1) Trade Openings allows you to edit center contact information, total slots, slots filled, vacant slots, students on waiting list and date of availability. Once complete remember to click Update on the left side of the row.

2) OBS/Demographics lets you change center demographic information.

3) Applicant Needs documents folders and what time frame needed for a variety of states.

4) Edit Arrival/No-Show is a report that tells you who was scheduled, who came, delays and no-shows.

Once all of you edits have been made, please click the End Session/Submit All Reports button. The information is automatically e-mailed to the state OAs to let them know you have updated your OBS information.

Printable Trade Grid

The printable trade grids (one for Kentucky and one for the other states) were designed to help you print trade availability information for the Region. The grid lists the trades offered at each center and the available slots in each trade. The grid for Kentucky centers is at www.jobcorpsregion2.com/tradeslots/summary.ky.php, and the one for non-Kentucky centers is at www.jobcorpsregion2.com/tradeslots/summary.php.
The grids also show when a center last updated its information.

The numbers in the grid are pulled directly from the OBS report completed by center staff. It is updated automatically when center staff update their information.

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